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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

11 July 1973

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2. Items of interest

a. Building Problems. Water will be out from 1700 Friday to 1500 Sunday, 15 July, in the north end of Headquarters building (mostly E and F corridors of all seven floors). GSA must repair a leak in a water line under the auditorium which passes over an electrical vault. LSD has advised the affected units and will post notices in elevator areas.

b. Reduction of Paperwork. On Tuesday [redacted] chaired a meeting which he called at the direction of [redacted] has been instructed to organize an effort to determine what can be done to eliminate reporting requirements which are unnecessary, or to consolidate as many as possible to avoid time-consuming redundancy. A copy of [redacted] is attached. This effort is largely associated with the DDO programming activity and with the responsibilities of the new Evaluations Group of the Plans Staff. However, it also involves any other field reporting including administrative activities. In preparation for a second meeting to take place on Monday 23 July, the Operating Division representatives were asked to canvass their divisions. Each Chief of Support will probably be invited to participate in the reviews in his Division. The M&S offices, and particularly the Office of Finance, have previously expressed an interest in reducing paperwork or unnecessary reporting wherever possible. It is requested that each Support Chief in the divisions advise us by Wednesday, 18 July, of any administrative report which is believed to be unnecessary or perhaps too complicated. We will also be in touch with the M&S Offices for their suggestions. To enable you to identify your Division referent, those present at the meeting were: [redacted]

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c. Power Reductions. GSA has proposed a number of measures designed to reduce power consumption in the building. For example, you will note that one elevator in each bank has been turned off. We have been requested to notify LSD if the DDO has any objections to a char force schedule which would start at 2:00 p.m. instead of 4:00. Please let us have your comments by the end of the week.



e. UBLIC and WAEPA Insurance. It is anticipated that payroll deductions for UBLIC and WAEPA Insurance will begin on August 5. There will be no provision for continued cash payments, and the switch to payroll deductions will be automatic for all policy holders. The Notice announcing this will be out shortly. We still do not know whether the rates are "frozen."

f. Nathan Hale Statue. The company which will erect the Nathan Hale Statue will visit the Agency on 20 July to examine the site. It will then be necessary to order the granite base upon which the statue will sit. Logistics estimates 1 November as the date of the unveiling.

g. SIPS. The DD/M&S has affirmed his support for the SIPS project and has transferred the activity to OJCS. It will be operated as a project and [redacted] will be project manager. 25X1A

h. Letters of Instruction. Your attention is invited to [redacted] which requests that all DDO components use Letters of Instruction as a basis for instructing and evaluating personnel. While no deadline has been set, it is expected that this will be done as promptly as possible.

i. [redacted] will be leaving Friday afternoon for a trip to Europe plus [redacted] 25X1A  
Mr. Wattles will be returning from leave over the weekend and will be Acting DD/M&S starting Monday.

3. Notes from the DDO Staff Meeting

a. There is nothing new on Colby's confirmation. We are still hoping it takes place next week.

b. [redacted] which deals with restrictions on use of certain types of people is being revised and there will be a greater delegation of authority to Division Chiefs.

c. [redacted] stated that it is necessary that we reduce the use of cryptonyms and pseudonyms in cables and dispatches. They have come to be used almost as a shorthand. A working group is being established to study this problem.

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